



BOBBY JINDAL
GOVERNOR

ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana

Division of Administration
Office of Contractual Review

December 19, 2008

Ms. Pam Breaux
Secretary
Department of Culture, Recreation & Tourism
Office of State Parks
Post Office Box 94361
Baton Rouge, LA 70804-9361

Dear Ms. Breaux:

Enclosed are approved copies of the following cooperative endeavor agreement, received in our office on November 14, 2008. This agreement is being approved under the authority of Executive Order BJ 2008-30 and Executive Order BJ 2008-29 issued August 5, 2008.

Department of Culture, Recreation & Tourism

OCR# 264-900069 CFMS# 672333 Town of Logansport

The OCR and CFMS numbers preceding the cooperative party's name has been assigned by this office and are used as identification for this cooperative endeavor. The CFMS number is the system assigned number for the ISIS Contract Financial Management System. Please use these numbers when referring to the cooperative endeavor in any future correspondence or amendment(s).

We appreciate your continued cooperation.

Sincerely,

A handwritten signature in cursive script, appearing to read "Susan H. Smith".
Susan H. Smith
Director

SHS/la

Enclosure

264-900069

DCRT-OSP-09-05
CFMS# 672333
10/08/08

STATE OF LOUISIANA

COOPERATIVE ENDEAVOR AGREEMENT *(line item appropriations)*

THIS COOPERATIVE ENDEAVOR is made and entered into on the dates and at the places listed below by and between the Department of Culture, Recreation and Tourism, Office of State Parks of the State of Louisiana, hereinafter referred to as "State" and/or "Agency," and Town of Logansport officially domiciled at 309 Main Street, P.O. Box 400, Logansport, Louisiana 71049 hereinafter referred to as "Contracting Party."

ARTICLE I

WITNESSETH:

1.1 WHEREAS, Article VII, Section 14(c) of the Constitution of the State of Louisiana provides that "for a public purpose, the state and its political subdivisions...may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual;" and

1.2 WHEREAS, Act 19 of the 2008 Regular Session of the Louisiana Legislature, which was adopted in accordance with Article VII, Section 10, of the Constitution of the State of Louisiana, is the appropriation for the expenditure of State funds, and said Act 19 contains two line item appropriations within the Agency's budget for the benefit of the Town of Logansport for walking trails in Riverfront Park for a total sum of FIFTY-FIVE THOUSAND & NO/100 (\$55,000.00) DOLLARS has been allocated for this project, as set forth in the attached **Plan (Attachment A)**, which is attached to this agreement and made a part hereof; and

1.3 WHEREAS, the Agency desires to cooperate with the Contracting Party in the implementation of the Project as hereinafter provided; and

1.4 WHEREAS, the public purpose is described as design and construction of recreational and educational facilities for the Walking Trail in Riverfront Park in the Town of Logansport, Louisiana which amenities will include the construction of approximately 400 L.F. of 6' wide asphaltic concrete trails and 190 L.F. of 6' wide boardwalk trails. The trails will connect to an existing trail system and will eventually extend beyond the limits of this intended project. The project includes engineering design services, topographic surveying and construction inspection services. The amenities will increase recreational, educational, and service learning opportunities for students and the general public in and around the Town of Logansport; and

1.5 WHEREAS, the Contracting Party has provided all required information in accordance with the governor's Executive Order BJ 2008-30 on accountability for line item appropriations, which information is attached to this agreement and is made a part hereof by reference as "Attachment E."

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

ARTICLE II SCOPE OF SERVICES

2.1 The Contracting Party shall use the State funds to design and construct recreational and educational amenities for the Walking Trails in Riverfront Park in the Town of Logansport.

2.2 Deliverables: Plans, specifications, contract documents to construct recreational and educational amenities for the Walking Trails in Riverfront Park in the Town of Logansport, as well as documentation of project completion.

Contracting Party will provide to State written quarterly **Progress Reports (Attachment C)** outlining the Contracting Party's resources, initiatives, activities, services and performance consistent with the provisions, goals and objectives of this agreement and monthly **Cost Reports (Attachment D)** which provide detailed cost information outlining the use of appropriated funds. The **Progress Report (Attachment C)** and **Cost Report (Attachment D)** are attached to this agreement and made a part thereof by reference.

2.3 Budget: The **Budget** for this Project is incorporated herein as "**Attachment B**" which is attached hereto and made a part hereof by reference and shows all anticipated revenues and expenditures provided by this cooperative endeavor. The **Budget** for this Project shall not exceed the total sum of Fifty Five Thousand Dollars and 00/100 (\$55,000.00) which sum shall be inclusive of all costs or expenses to be paid by State in connection with the services to be provided under this agreement. This is the total sum that has been appropriated for this Project by State. No state funds shall be paid for any one phase of this agreement that exceeds the categories shown on the **Budget (Attachment B)**, without the prior approval of State.

ARTICLE III **CONTRACT MONITOR**

3.1 The Contract Monitor for this contract is Assistant Secretary Stuart Johnson, Ph.D., or his designee.

3.2 Monitoring Plan: During the term of this agreement, Contracting Party shall discuss with State's Contract Monitor the progress and results of the Project, ongoing plans for the continuation of the Project, any deficiencies noted, and other matters relating to the Project. Contract Monitor shall review and analyze Contracting Party's **Plan** to ensure Contracting Party's compliance with contract requirements.

The Contract Monitor shall also review and analyze the Contracting Party's written **Progress Reports, Cost Reports**, and any work product for compliance with the Scope of Services and shall

1. Compare the Reports to Goals and Performance Measures outlined in this contract to determine the progress made;
2. Contact Contracting Party to secure any missing deliverables;
3. Maintain telephone and/or e-mail contact with Contracting Party on contract activity and, if necessary, make visits to the Contracting Party's site in order to review the progress and completion of the Contracting Party's services, to ensure that performance goals are being achieved, and to verify information when needed.
4. Ensure that expenditures or reimbursements requested in **Cost Reports** are in compliance with the approved **Budget**. Contract Monitor shall coordinate with Agency's fiscal office for reimbursements to Contracting Party and shall contact Contracting Party for further details, information or documentation when necessary.

Between required performance reporting dates, Contracting Party shall inform Contract Monitor of any problems, delays or adverse conditions that will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project results by established time schedules and goals. Contracting Party's disclosure shall be accompanied by a statement describing the action taken or contemplated by the Contracting Party, and any assistance that may be needed to resolve the situation.

ARTICLE IV **PAYMENT TERMS**

4.1 Provided Contracting Party's progress and/or completion of the Contracting Party's services are to the reasonable satisfaction of State, payments to the Contracting Party shall be made by State on a reimbursement basis after receipt from the Contracting Party and approval by State of quarterly Cost Reports requesting reimbursement, and certifying that such expenses have been incurred. Adequate supporting documentation (including copies of invoices, checks and other appropriate records reflecting expenses incurred) shall be attached to the reports. All original documentation supporting the Reports shall be maintained by Contracting Party, and shall be subject to audit, as hereinafter stated.

4.2 Travel expenses, if any, shall be reimbursed only in the event that this agreement provides for such reimbursement, such travel expenses are included in the Contracting Party's approved compensation, budget or allocated amount, and then only in accordance with Division of Administration Policy and Procedure Memorandum No. 49. Invoices and/or receipts for any pre-approved reimbursable expenses or travel expenses must be provided or attached to the Cost Reports for reimbursement.

4.3 Reimbursements under this agreement will be allowed only for expenditures occurring between and including the dates of July 1, 2008 and June 30, 2009, and this Project and all of the Contracting Party's services shall be completed by that date. Payment is contingent upon the availability of funds and upon the approval of this agreement by the Office of Contractual Review.

4.4 The Contract Monitor shall monitor disbursements on a quarterly basis. Under circumstances such that the Contracting Party has not demonstrated substantial progress towards goals and objectives, based on established measures of performance, further disbursements shall be discontinued until substantial progress is demonstrated or the Contracting Party has justified to the satisfaction of the Agency reasons for the lack of progress. If the Agency determines that the Contracting Party failed to use the Line Item Appropriation within the estimated duration of the Project or failed to reasonably achieve its specific goals and objectives, without sufficient justification, the Agency shall demand that any unexpended funds be returned to the state treasury unless approval to retain the funds is obtained from the Division of Administration and the Joint Legislative Committee on the Budget.

4.5 Taxes: Contracting Party hereby agrees that the responsibility for payment of taxes from the funds thus received under this agreement and/or legislative appropriation shall be Contracting Party's obligation and identified under Federal tax identification number 72-6000691.

ARTICLE V **TERMINATION FOR CAUSE**

5.1 The State may terminate this agreement for cause based upon the failure of Contracting Party to comply with the terms and/or conditions of the agreement; provided that the State shall give Contracting Party written notice specifying Contracting Party's failure. If within thirty (30) days after receipt of such notice, Contracting Party shall not have either corrected such failure or, in the case which cannot be

corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place Contracting Party in default and the agreement shall terminate on the date specified in such notice. Contracting Party may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this agreement; provided that the Contracting Party shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

ARTICLE VI

TERMINATION FOR CONVENIENCE

6.1 The State may terminate this agreement at any time by giving thirty (30) days written notice to Contracting Party. Upon receipt of notice, Contracting Party shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders, for materials, facilities, services and supplies in connection with the performance of this Agreement. Contracting Party shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

ARTICLE VII

OWNERSHIP

7.1 All records, reports, documents and other material delivered or transmitted to Contracting Party by the State shall remain the property of the State, and shall be returned by Contracting Party to the State, at Contracting Party's expense, at termination or expiration of this agreement. All records, reports, documents, or other material related to this agreement and/or obtained or prepared by Contracting Party in connection with performance of the services contracted for herein shall become the property of the State, and shall, upon request, be returned by Contracting Party to the State at Contracting Party's expense at termination or expiration of this agreement.

ARTICLE VIII

ASSIGNMENT

8.1 Contracting Party shall not assign any interest in this agreement and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of the State, provided however, that claims for money due or to become due to Contracting Party from the State may be assigned to a bank, trust company, or other financial institution without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

ARTICLE IX

FINANCIAL DISCLOSURE

9.1 The Contracting Party shall be audited in accordance with R.S. 24:513. If the amount of public funds received by the Contracting Party is below the amount for which an audit is required under R.S. 24:513, the Agency shall monitor and evaluate the use of the funds to ensure effective achievement of the goals and objectives.

ARTICLE X
AUDITOR'S CLAUSE

10.1 It is hereby agreed that the Legislative Auditor of the State of Louisiana, and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all records and accounts of Contracting Party that relate to this agreement.

10.2 Contractor and any subcontractors paid under this agreement shall maintain all books and records pertaining to this agreement for a period of three years after the date of final payment under the prime contract and any subcontract entered into under this agreement.

ARTICLE XI
AMENDMENTS IN WRITING

11.1 Any alteration, variation, modification, or waiver of provisions of this agreement shall be valid only when it has been reduced to writing, executed by all parties, and approved by the Director of the Office of Contractual Review, Division of Administration.

ARTICLE XII
FISCAL FUNDING CLAUSE

12.1 The continuation of this agreement is contingent upon the legislative appropriation of funds to fulfill the requirements of the agreement. If the legislature fails to appropriate sufficient monies to provide for the continuation of the agreement, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the agreement, the agreement shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

ARTICLE XIII
TERM OF CONTRACT

13.1 This agreement shall begin on July 1, 2008 and shall terminate on July 15, 2009.

ARTICLE XIV
DISCRIMINATION CLAUSE

14.1 The Contracting Party agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act, and Contracting Party agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contracting Party agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Contracting Party, or failure to comply with these

statutory obligations when applicable shall be grounds for termination of this agreement.

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on the 5 day of November, 2008.

WITNESSES:

Louisiana Department of Culture, Recreation & Tourism

Emily Strong
Wanda Pugh

Pam Breau
Pam Breau, Secretary

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on the _____ day of _____, 2008.

WITNESSES:

Louisiana Department of Culture, Recreation & Tourism Office of State Parks

Kelora
Lauren LeBlanc

Stuart Johnson
Stuart Johnson, Ph.D., Assistant Secretary

THUS DONE AND SIGNED AT Logansport, Louisiana on the 16 day of October, 2008.

WITNESSES:

Town of Logansport

Sharon Stewart
Jim M. Van

Katherine Freeman
Katherine Freeman
Mayor

APPROVED
Office of the Governor
Office of Contractual Review

DEC 19 2008

Susan Smith
DIRECTOR

APPROVED
DEPARTMENT OF
STATE CIVIL SERVICE

NOV 12 2008

Anne S. Seibau
DIRECTOR

“ATTACHMENT A” PLAN

NAME OF CONTRACTING PARTY:
Town of Logansport

NAME AND BRIEF NARRATIVE OF PROGRAM:

Walking Trail in Riverfront Park

Program Goals, Objectives, Expected Outcomes/Results Activities and Related Performance Measures (Duplicate pages as needed for each goal identified). What are the goals, objective(s), expected outcomes/results for this program: Indicate the goals/objectives for this program. Indicate the expected outcomes/results for each goal. Explain how each goal, objective, outcome/result is measured. Identify activities that will be implemented to achieve expected outcomes, the person(s) responsible for implementing the activity, and the expected completion date.

1. Program Goal *(Goals are the intended broad, long-term results. Goals are clear statements of the general end purposes toward which efforts are directed.)*

Design and construction of recreational and educational walking trail facilities for the Walking Trail in Riverfront Park in the Town of Logansport which amenities will include the construction of a 6' wide asphaltic concrete and interpretive boardwalk trails, in addition to the engineering fees, topographic surveys, and construction inspection services. The amenities will increase recreational, educational, and service learning opportunities for students and the general public in and around the Town of Logansport

2. Program Objective(s) *(Objectives are intermediate outcomes--specific, measurable steps towards accomplishing the goal. They identify the expected outcomes and results).*

Prepare bid package, construction contract and complete construction to achieve goal.

3. Relevant Activity (Activities) *(An activity is a distinct subset of functions or services within a program.)*

Design and Construction

4. Performance Measure(s) *(Measure the amount of products or services provided or number of customers served. Specific quantifiable measures of progress, results actually achieved and assess program impact and effectiveness.)*

Success will be measured by: completed construction of the recreational and educational amenities for the Walking Trail in Riverfront Park to the satisfaction of the Town of Logansport and accordance with the design and construction documents.

“ATTACHMENT B”**Page 1****Project Budget (2008-09)**Name of ContractorAnticipated Income or RevenueSources (list all sources of revenue)Amounts

Dept. of Culture, Recreation and Tourism Appropriation

\$55,000.00

Anticipated Expenses

<u>Expense Categories</u>	<u>Total Amount</u>	<u>Amount of Line Item Appropriation</u>
Salaries	\$	\$
Related Benefits	\$	\$
Travel	\$	\$
Operating Services	\$	\$
Advertising	\$	\$
Printing	\$	\$
Maintenance of Equipment	\$	\$
Maintenance of Office	\$	\$
Rentals	\$	\$
Dues and Subscriptions	\$	\$
Telephones	\$	\$
Postage	\$	\$
Utilities	\$	\$
Other	\$	\$
Office Supplies	\$	\$
Professional & Contract Services	\$55,000.00	\$55,000.00
Other Charges	\$	\$
Acquisitions & Major Repairs	\$	\$
Total Use of the Appropriation	\$55,000.00	\$55,000.00

(Budget categories listed above reflect a typical budget and may be adjusted by the agency and recipient to reflect actual categories necessary for each individual program. Salaries and Professional & Other Contract Services shall be detailed using pages 2 and 3 of Attachment B).

ATTACHMENT B
Page 2
STAFFING
CHART

Name of
Organization: Town of Logansport, DeSoto Parish, Louisiana

Name of
Program: Walking Trails in Riverfront Park

Name	Title	Total Salary Amount	Total Salary Paid by Appropriation Amount	Percentage	Related Benefits	Full time or Part Time # of months
Funds from the line-item appropriation will not be used for staff expenses.						

ATTACHMENT B
Page 3
SCHEDULE OF PROFESSIONAL AND OTHER CONTRACT SERVICES

Name of Organization: Town of Logansport, DeSoto Parish, Louisiana

Name of Program: Walking Trails in Riverfront Park

Name and Address of Individual and/or Firm	Nature of Work Performed and Justification for Services	Total Contract Amount	Total Paid by Appropriation
Balar Associates, Inc. 631 Milam Street, Suite 300 Shreveport, Louisiana 71101	Basic Design Services, Topographic Survey and Construction Inspection Services.	\$10,000.00	100%
Contractors have not yet been selected. Upon selection, this Attachment will be completed and submitted to the State.	Construction of walking trail.	\$45,000.00	100%

“ATTACHMENT C”

Progress Report

(To be submitted at least quarterly showing progress achieved. Duplicate pages as needed.)

Organization: Town of Logansport

Contact Name: Katherine Freeman

Telephone: 318-697-5359 **Fax:** 318-697-5107

Goal:	% Complete
Design and construction of recreational and educational walking trail facilities for the Walking Trail in Riverfront Park in the Town of Logansport which amenities will include the construction of a 6' wide asphaltic concrete and interpretive boardwalk trails, in addition to the engineering fees, topographic surveys, and construction inspection services.	
Objective(s): Prepare bid package, construction contract and complete construction to achieve goal.	
Activity(Activities) Performed: Design and Construction	
Performance Measure(s): Success will be measured by: completed construction of the recreational and educational amenities for the Walking Trail in Riverfront Park to the satisfaction of the Town of Logansport and in accordance with the design and construction documents.	

“ATTACHMENT D”

Cost Report for the Period of

Expense Category	Approved Total Amount	(Quarterly) Expenditures (Monthly)*	Total Cumulative Year to Date Expenditures	Balance Remaining
Salaries				
Related Benefits				
Travel				
Operating Services				
Advertising				
Printing				
Maintenance of Equipment				
Maintenance of Office				
Rentals				
Dues/Subscriptions				
Telephones				
Postage				
Utilities				
Other				
Office Supplies				
Professional/Contract Services	\$55,000			
Other Charges				
Acquisitions & Major Repairs				

(Expense categories must reflect budget categories listed in “Attachment B” budget.)

* Should reflect contract payment terms, either quarterly or monthly.

ATTACHMENT E

Disclosure and Certification Statement

Contractor's Name: Town of Logansport

Contractor's Mailing Address: P.O. Box 400, Logansport, LA 71049

Organization Type: (For example, local government, non-profit, corporation, LLP, etc.)

Private entities required to register with the Secretary of State's office must be in good standing with that office.

Local Government

Names and Addresses of all officers and directors, including Executive Director, Chief Executive Officer or any person responsible for the daily operations of the entity:

Katherine Freeman, Mayor
 Sharon Stewart, Clerk
 Norman Arbuckle, Council Member
 Douglas R. Guillotte, Council Member
 June Hooper, Council Member
 Edith R. Williams, Council Member
 Melanie M. Woods, Council Member

All officers and directors can be reached at the following address: Town of Logansport, P.O. Box 400, Logansport, LA 71049

Names and Addresses of all key personnel responsible for the program or functions funded through this agreement:

Katherine Freeman, Mayor
 Town of Logansport
 P.O. Box 400
 Logansport, LA 71049

List any person receiving anything of economic value from this agreement if that person is a state elected or appointed official or member of the immediate family of a person who is a state elected or appointed official. Include the amount of anything of economic value received, the position held within the organization. Identify the official and the public position held.

Not applicable

- ☒ I hereby certify that this organization has no outstanding audit issues or findings.
- ☐ I hereby certify that this organization has outstanding audit issues or findings and is currently working with the state to resolve such issues or findings.
- ☒ I hereby certify that the above information is true and correct, to the best of my knowledge, and I am the duly authorized representative of the organization.

Katherine Freeman, Mayor, Town of Logansport

(Name and Title of Person Authorized to sign for the Contractor)

Katherine Freeman, Mayor

(Authorized Signature of Person Authorized to sign for the Contracting Party)

ATTACHMENT "E"**Disclosure and Certification Statement**

Contractor's Name: BALAR Associates, Inc.

Contractor's Mailing Address: 631 Milam Street, Suite 300, Shreveport, LA 71101

Organization Type: Corporation

Private entities are required to register with the Secretary of State's office if operating within the state for more than thirty days and must be in good standing with that office.

Names and Addresses of all officers and directors, including Executive Director, Chief Executive Officer or any person responsible for the daily operations of the entity:

James A. Hagan, P.E. 631 Milam Street, Suite 300, Shreveport, LA 71101

O. Lee Underwood, P.E. 631 Milam Street, Suite 300, Shreveport, LA 71101

Names and Addresses of all key personnel responsible for the program or functions funded through this agreement:

David E. Kunz, P.E. 631 Milam Street, Suite 300, Shreveport, LA 71101

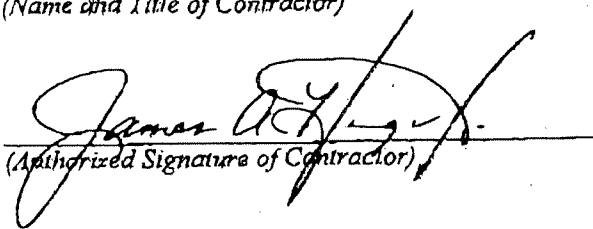
David B. Smith, P.E. 631 Milam Street, Suite 300, Shreveport, LA 71101

List any person receiving anything of economic value from this agreement if that person is a member of the immediate family of an individual who holds a state elected office or who is a state appointed official. Include the amount of anything of economic value received, the position held within the organization. Identify the official and the public position held.

- ☒ I certify that I am not required to register with the Louisiana Secretary of State's Office.
- ☒ I hereby certify that this organization has no outstanding audit issues or findings.
- ☐ I hereby certify that this organization has outstanding audit issues or findings and is currently working with the state to resolve such issues or findings.

I hereby certify that the above information is true and correct, to the best of my knowledge, and I am the duly authorized representative of the organization.

James A. Hagan, P.E., BALAR Associates, Inc.
(Name and Title of Contractor)


(Authorized Signature of Contractor)



State of Louisiana

OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

MITCHELL J. LANDRIEU
LIEUTENANT GOVERNOR

PAM BREAU
SECRETARY

DESIREE W. HONORE
UNDERSECRETARY

December 24, 2008

Katherine Freeman, Mayor
Town of Logansport
P O Box 400
Logansport, LA 71049

Dear Mayor Freeman:

Attached is an approved original of the contract between the Louisiana Department of Culture, Recreation and Tourism, Office of State Parks and the Town of Logansport. The tracking numbers that have been assigned to this contract are DCRT-OSP-09-05 and CFMS #672333. Please refer to these numbers in any correspondence concerning this contract.

If you have any questions or need any additional information please contact the contract monitor listed in the contract or Charlotte Galloway, Contract/Grants Administrator IV at (225) 342-8193.

Sincerely,

A handwritten signature in cursive script, appearing to read "Desiree W. Honore".

Desiree W. Honore
Undersecretary

DWH: cg
Attachment

cc: Stewart Johnson, Contract Monitor
Megan Stevenson, Fiscal Analyst

TRANSMITTAL FOR APPROVED CONTRACT

CONTRACTOR: Town of Logansport

CFMS TRACKING NUMBER: 672333

DCRT TRACKING NUMBER: DCRT-OSP-09-05

AGENCY: DCRT, Office of State Parks

CONTRACT MONITOR: Stuart Johnson

FISCAL ANALYST: Megan Stevenson

MAXIMUM AMOUNT: \$55,000.00

CONTRACT PERIOD: 7/01/08-07/15/09

Attached is either an original or copy of the approved contract/amendment for your records. Please be reminded that according to **RS 39:1500 Contract Administration**, after completion of performance, the using agency shall prepare a final report on the contract, which shall include an evaluation of contract performance and an assessment of the utility of the final product. This report shall be delivered to the Division of Administration (DOA) Office of Contractual Review, within 60-days after completion of performance and shall be retained in the official contract file.

Reports not submitted to the Office of Contractual Review within the 60-days period shall be delinquent.

To avoid delay in completing the evaluation, it is my suggestion that once the contract monitor has approved the final invoice, the performance evaluation should be completed and submitted to the Contracts Office to be recorded and submitted to the DOA.

If you have questions in regards to contract administration please contact Charlotte Galloway, Contracts Reviewer at 225-342-8193 or email Charlotte at cgalloway@crt.state.la.us.